

iGT UNC Modification Workstream Meeting 16-05

Final Minutes

Tuesday 3th May 2016

Gemserv, 8 Fenchurch Place, London EC3M 4AJ

Attendee	Organisation	
Steve Ladle (SL)	Gemserv	Chairman
Katy Binch (KB)*	ESP Pipelines	
Laura Cahill (LC)	SSE Energy Supply	
Kirsty Dudley (KD)	E.ON UK	
Maria Hesketh (MH)*	Scottish Power	
Gethyn Howard (GH)* ¹	Brookfield Utilities	
Kishan Nundloll (KN)	ESP Pipelines	
Steve Nunnington (SN)	Xoserve	
Nicky Rozier (NR)	Brookfield Utilities	
Verity Blake (VB)	Gemserv	

**Attended via teleconference*

1. Welcome and Apologies for Absence

SL welcomed attendees to the meeting of the iGT UNC Modification Workstream. Apologies were received from Andrew Margan (British Gas), Bryan Hale (EDF Energy) and Paul Orsler (Xoserve).

2. Confirmation of Agenda

KD raised an item in relation to escalation queries and how they will be managed post Single Service Provider (SSP) (Project Nexus). LC advised that SSE Energy Supply had some questions that needed to be clarified in relation to iGT078², and agreed to confirm internally what the precise questions are and to raise these queries with the Modification proposer. There were no further comments and the agenda was agreed.

¹ Only for agenda items 7 and 8.

² iGT078S - Ancillary Document for the New Connections process.

Action MWS 16/05-01: Laura Cahill (SSE) to document any areas related to iGT078 where SSE believed further clarification would be helpful and send this to the Code Administrator for inclusion on the next Workstream agenda.

3. Approval of the Previous Minutes

The Work Group reviewed and accepted the track changes that have been requested by E.ON and Brookfield Utilities representatives. The Work Group also agreed for an amendment under the RGMA guidance document update³; in relation to the comment on how Shippers should expect to receive ONJOB and ONUPD flows from iGTs, and which file format they should be expected to use to transmit the return flows. This section is to be revised to note that the processes and set up of the IX needs to be included in the RGMA guidance document. SN advised that Xoserve are in the process of drafting a guidance document on the use of the IX. This document is currently being reviewed internally by Xoserve and will be shared imminently.

There were no further comments and the minutes from the Modification Workstream meeting on 3rd April 2016 (16-04), were approved as a true and accurate record of the meeting.

4. Outstanding Actions

Please refer to the table at the end of the minutes for further actions arising and updates.

The Work Group noted that action MWS 16/04-01 was complete as Mark Jones (SSE Energy Supply) circulated a request for information to iGTs in the form of a low-level transition plan for the non-effective window for Project Nexus. The Work Group noted that a teleconference on this issue was also held on Friday 29th April 2016, where the responses to this spreadsheet were discussed.

KD stated that she has not had visibility of the spreadsheet circulated, as the spreadsheet was not sent as an attachment to Shippers. KD cited her concerns in regard to how escalation queries were to be managed during the non-effective window in Project Nexus. KB, who attended the teleconference on the 29th April 2016, advised that these spreadsheets and procedures to be followed during the non-effective days, are going to be discussed under the Transition Progress Group (TPG) and that the management of queries still open at cutover to Single service is one of the items on the spreadsheet. The next meeting of the TPG is on 17th May 2016, and is being managed by Xoserve.

Action MWS 16/05-02: Code Administrator to circulate Mark Jones's (SSE) low-level transition plan spreadsheet for the non-effective window for Project Nexus to Shippers.

³ The RGMA Guidance document defines the standards for electronic file formats to be used between Suppliers, MAMs and other industry parties, for metering competition related interfaces.

5. iGT071 - Amendment to iGT AQ Review Procedures Ancillary Document

The Chair provided a brief summary of the Modification proposal, noting that this proposal is a result of Modification Proposal iGT039,⁴ which requires all Ancillary Documents to be reviewed and all sections amended to reflect the legal text prepared to support the implementation of iGT039. As such, iGT071 concerns the 'iGT AQ Review Procedures Document' which needs to be reviewed and assessed.

The Chair confirmed that the first AQ review under the SSP will not take place until mid-2017, and that, the next AQ review will be performed as per existing practices. As such, the Chair noted this is not an urgent issue although, it would be beneficial to progress the Modification promptly.

The Work Group noted that there is an outstanding action for iGTs to confirm with Xoserve; which AQ related data items Xoserve will be providing to iGTs, when this data will be supplied and whether these data items will enable iGTs to continue to adhere to their responsibilities in respect to the annual CSEP NExA table review.

iGTs have been discussing this issue with Xoserve and the Chair questioned whether the Work Group was in a position to review the AQ review process. As Work Group attendees were not able to confirm the current position, the Chair suggested taking this issue off-line, to ascertain the status and progress of iGTs, and resume discussions when more progress has been made.

Action MWS 16/05-03: Steve Ladle (iGT UNC Chair) to liaise with iGTs and Xoserve to determine the progress of the data exercise iGTs and Xoserve are undertaking in relation to iGT071 - Amendment to iGT AQ Review Procedures Ancillary Document.

6. iGT075 - Identification of Supply Meter Point Pressure Tier

The Chair provided a background on the Modification noting that the UNC's equivalent Modification, UNC526, is progressing and the proposer of iGT075, Colette Baldwin (E.ON), has submitted a revised Modification which was circulated to the Work Group in advance of the Workstream meeting.

KD summarised the Modification's amendments on behalf of the Modification proposer who was not present. KD outlined some of the key benefits delivered by the Modification, such as:

- Will deliver a reduction in enquires and GT1 traffic;
- Will assist the Smart Meter roll-out; and
- Will reduce the number of aborted site visits.

The Modification proposes that the details of every pressure tier to be published in a downloadable format, listing the pressure tier of all sites in the order of Postcode, iGT and Pressure Tier. KD clarified

⁴ iGT039 - Use of a Single Gas Transporter Agency for the common services and systems and processes required by the iGT UNC

that, if a site in a postcode that has the pressure tier is listed as 'unknown' or 'mixed' then the Shipper will send a GT1 form to the relevant iGT. KD further noted that analysis undertaken in the development of this Modification has identified that a majority of the sites are medium pressure.

KN queried the proposed pressure tiers listed, referring to the variations of Medium pressure tiers, advising that ESP Pipelines would not be able to provide that granular level of information; i.e. MP35, MP65, MP105, MP180, MP270. Other Work Group attendees questioned why a standard Low Pressure (LP), Medium Pressure (MP), High Pressure (HP) and Intermediate Pressure (IP) were not used. KD advised that, as this Modification has been developed from the UNC Modification, it has taken the pressure tier information agreed under the UNC Modification.

There was also discussion regarding where the information is to be hosted. KD advised that at present there are three alternatives:

1. iGT and GT data is merged and held together on a central website;
2. iGT data is held on a central iGT website separate from the GT data; or
3. iGT data is held on each individual iGT's website.

The majority of the Work Group agreed that hosting the information on a central website, or on the iGT UNC website, is preferred although, this would incur costs although not significant costs in development and implementation as this information is already available. KD agreed and advised that the key reason why three options have been generated is so that iGTs were given a choice on where the information was stored, rather than a decision being made without their input.

The Work Group agreed that iGT UNC parties should be consulted before the official consultation period, to determine what their preferences are, and for these to be included in the Modification proposal. Responses can then be discussed at the next Modification Workstream meeting Tuesday, 7th June 2016, and incorporated into the Modification.

Action MWS 16/05-04: Code Administrator to circulate an information request to all iGT UNC parties in relation to iGT075,

- asking Shippers; if the pressure tier data proposed under iGT075 only consisted of Low Pressure (LP), Medium Pressure (MP), High Pressure (HP) and Intermediate Pressure (IP), would this information be sufficient, or do Shippers require a further breakdown for Medium Pressure and hence would still need a GT1 form still need to be sent to the relevant iGT where MP was indicated for the Post Code.
- asking iGT's whether they can provide the requested information and at what level – i.e MP only or at the MP35, MP65 etc.
- asking all iGT UNC parties; if they had a preference for where the data proposed under iGT075 should be hosted and to state how each potential hosting option would affect the costs and benefits associated with the proposed solution.
- asking all iGT UNC parties whether they would require the pressure tier information to be downloadable and if so in what format (i.e. .csv, .pdf).

- asking all iGT UNC parties whether they believe the Modification can be progressed under the Self- Governance rules.

7. [iGT083: Correction to PSR Process to Support SSP Arrangements](#)

SL gave an update on the progress of the Modification, advising that it had been reviewed by the Modification Panel on 20th April 2016.

GH, the proposer of the Modification, added that the Modification is based on the paper delivered at the Workstream meeting on 5th April 2016 (16-04).⁵ GH advised that, as the Modification has been developed on the premise of this paper, it does not contain anything novel.

The Modification concerns the issue that has been identified in the process for Bulk Supply confirmation following the launch of the SSP. Under SSP the Agency system can allow the first registered Shipper on the Agency system for a Supply Point to be different to that confirmed via the Bulk Confirmation process between a Shipper and iGT. The Modification's solution to this issue suggests slight amendments to the legal text of iGT039, so that the Shipper is not obligated to undertake actions where they are not the registered Shipper on the Agency system.

The Work Group did not have many comments on this Modification although, it was suggested for the Modification to be amended to state that it is complementary to the changes introduced in iGT080,⁶ and to remove "Small" in the definition of "Supply Point Confirmation" in the proposed legal text. With these amendments to be made, Work Group attendees agreed for a Work Group report to be created and presented to the Panel on 17th June for consideration.

Action MWS 16/05-05: Proposer of Modification iGT083 (Gethyn Howard), to update iGT083 and submit the revised Modification to the Code Administrator.

Action MWS 16/05-06: Code Administrator to produce a Work Group report and circulate it to Work Group attendees for approval prior to circulating it to the Modification Panel in advance of their next meeting on the 18th June 2016.

8. [Review Group 001: Funding, Governance and Ownership \(FGO\) implications for the iGT UNC](#)

The Chair opened this item of discussion, advising that the Terms of Reference (TOR) for this Review Group were approved and accepted by the April Modification Panel (16-04). GH advised that there

⁵ See: <http://www.igt-unc.co.uk/Modification+Workstream+Meetings/2016+Meetings/April?pgid=1467>

⁶ iGT080 - Mandating iGT use of data as administered by the Pipeline Operators' Agency for Shipper Transportation Billing

are no papers or slides that can be shared at present although, agreed to send the Code Administrator a brief update for wider circulation to the iGT UNC.

GH provided a high level update on the Review Group's progress, noting the following key points:

- **Cost allocation work:**
Cost allocation has been carried out by the FGO program which is managed by KPMG. This meeting is being chaired by the Joint Office, and all meeting papers are being prepared by KPMG. This group will be meeting for the first time on the 4th May 2016.
GH noted that invoicing, costing allocation and the charging methodology has not been confirmed so he is not able to provide explicit details although, confirmed that discussion is underway. GH advised that it would be mandated by a contract and cited in each Modification.
- **CDS Contract development work:**
This is to be developed by Xoserve under the remit of the UNC565 Work Group. A significant amount of the work, along with the contract, is still being developed.. GH advised that it is likely for the contract to sit under the UNC.

SL questioned how the contract is to be agreed by parties, for instance; if the contract sits under the UNC, once the Modification has been approved, does it automatically presume that the contract has been accepted by all parties. GH advised that governance arrangements are still being determined, however, it is very likely that the contract is to be under the UNC (as opposed to a contract with no regulatory governance). Parties will be required by the modification to sign up to the contract.

GH informed the Work Group that dates for the remainder of the UNC565 Works Group meetings are published on the Joint Office's website. GH further noted that the updated drafting of the UNC Modification proposal can be viewed on the Joint Modification website.

The Work Group noted that FGO goes live in April 2017, and SSP is expected to go live in October 2016, so there may be a small legal text drafting issue. The Chair advised that the Code Administrator has been discussing the issue of legal text alignment with the UNC, as some Modifications have been based on potentially outdated legal text. The Chair advised that discussions and updates on changes to relevant legal texts will be provided in due course, and it is likely that these changes will be resolved as a fast track changes.

Action MWS 16/05-07: Gethyn Howard (Brookfield Utilities) to provide an email update on current progress of Review Group 001: Funding, Governance and Ownership (FGO) implications for the iGT UNC to Genserv for wider circulation to the iGT UNC.

9. Xoserve's strategy on providing further MPRNs to iGTs

SN provided an update on the current progress of MPRN reallocation. SN advised that Xoserve are currently determining whether this information can be provided before or after SSP. SN advised that

Xoserve were not in mind to change the legacy system before the go live date for SSP. SN asked whether iGTs had enough MPRNs to last until the launch of SSP. The Chair confirmed that this question has been asked recently, and the majority of the responses confirmed that they all have sufficient MPRN Ranges to last until the launch of SSP.

SN confirmed that the policy after SSP will be to allocate a specific range that will be used by iGTs. This range has not been defined, although will be determined soon. SN confirmed that it is not a massive change to ring-fence these numbers off, and that the allocated range will be provided in advance on the next Modification Workstream meeting on 7th June 2016.

MH asked the situation on what is to happen if SSP is delayed, SN advised that these changes would be made through UK Link.

10. Population of the “Current Supply Point AQ in kWh” field post Project Nexus implementation

This item was raised by KB who was inquiring how iGTs are going to be populating this new field following SSP, as there is ambiguity between what can be populated within the “Current Supply Point AQ in kWh” field. Under existing practice, it is populated with the supply point AQ, but from SSP go live there is a possibility of the following three:

1. RPC entry (if there is a current RPC charge);
2. Formula Year AQ (Billing AQ); and
3. Rolling AQ.

KD clarified that issue was not discussed in iGT076⁷ however, believed a practice should be agreed between all iGTs and Shippers. KB advised that ESP are currently in mind to populate the field with the “Formula Year AQ (Billing AQ)”. Other parties indicated they would prefer to use the “Rolling AQ”.

The Chair queried whether a Modification should be raised to confirm which field should be used post SSP. KD agreed and proposed a Housekeeping Modification be raised and KN volunteered to raise a Modification to this effect. The Work Group agreed this proposed Modification should be raised as a fast track Modification.

KD asked whether there is anything in the iGT039 text that might point towards which field should be used. The Chair agreed to look into this and feedback his findings to KN.

Action MWS 16/05-08: Steve Ladle (iGT UNC Chair) to investigate whether the legal text in iGT039 states what should be populated within the “Current Supply Point AQ in kWh” field under the SSP (i.e. RPC entry, Formula Year AQ or Rolling AQ).

⁷ iGT076S: Amendment of RPC format in line with Single Service Provision

Action MWS 16/05-09: Kishan Nundloll (ESP Pipelines) to raise a Modification to confirm the process to be followed for population of the “Current Supply Point AQ in kWh” field post Project Nexus implementation.

11. iGT UNC Known Issues Register

The Work Group reviewed the Known Issues Register. An item in relation to escalation contacts and inflight queries was added. The previous issues were revised to reflect the action being taken under each respective issue.

12. AOB

KD discussed the item she has raised in relation to escalation contacts and inflight queries. KD's noted concern that some queries could potentially be stuck inflight following the non-effective days period and go live of SSP. KD wanted to know what process has been agreed by iGTs and if anything had been agreed.

The Work Group noted that this issue was covered in the spreadsheet circulated by Mark Jones (SSE), as mentioned under item 4 above. KB further advised that it is likely that this issue is going to be covered in the TPG discussions, and that the spreadsheet circulated to iGTs includes a section on inflight queries and how they will be managed post SSP.

KD advised that, as she has not viewed the spreadsheet, she was questioning what action is being taken in relation to this issue, as it was side-lined in earlier Work Groups due to discussion focusing on the development of iGT078 and iGT079.⁸ The Chair confirmed that an action has already been taken earlier to re-circulate the spreadsheet to all Shippers.

The group further agreed to add this item to the Known Issues Log.

Action MWS 16/05-10: Code Administrator to add the processing for in-flight queries during the on-effective window before Project Nexus go-live to the Known Issues Log.

The next Modification Workstream meeting will be convened at 10:00am on 7th June 2016.

⁸ iGT078S- Ancillary Document for the New Connections, iGT079S - Adding Non-domestic New Connections Framework Ancillary Document

MWS15/03-05	7 th April 2015	KD to investigate the proportion of aborted visits for iGT sites only, to assist with the cost-benefit analysis for iGT075.	E.ON	Closed. Following revision of the Modification this analysis is no longer believed to be required.
MWS16/03-06:	1 st March 2016	Paul Orsler (Xoserve) to continue investigating the issue regarding iGT Meter Point Creation Process and industry flows, and whether reporting around the issue could be introduced.	Xoserve	Closed. SN advised that it is feasible to produce reporting on this issue, although this is still being investigated and will not be available for day one of SSP. This issue is now recorded on the Known Issues Register. Further updates are to be provided.
MWS 16/04-01	5th April 2016	MJ to circulate a request for information to iGTs in the form of a low level transition plan, seeking feedback on when iGTs would stop receiving flows for Shippers prior to the non-effective window for Project Nexus; iGTs to provide feedback via the Code Administrator ahead of the Modification Workstream meeting in May 2016.	SSE	Closed. Spreadsheet was circulated and this issue is now being addressed under the Transition Progress Group (TPG).
MWS 16/04-02	5th April 2016	PO to confirm with the Chair of the TPG whether iGT to Shipper flow processes could be included in the plan developed by TPG (specifically in respect to the approach to the non-effective window).	Xoserve	Closed.
MWS 16/04-03	5 th April 2016	Code Administrator to speak with Proposer of iGT075 to confirm that the Modification Proposal is resubmitted in correct format prior to circulation to Parties.	Gemserv	Closed.

MWS 16/04-04	5 th April 2016	Code Administrator to reflect to the April 2016 Modification Panel the recommendation from RG001 that the proposed ToR for the Review Group should be accepted.	Gemserv	Closed.
MWS 16/04-05	5 th April 2016	GH to raise a new Modification ahead of the next Modification Panel, addressing perceived issues with the PSR confirmation process under Single Service Provision.	Brookfield Utilities	Closed. Covered under item 7.
MWS 16/05-01	3 rd May 2016	Laura Cahill (SSE) to document any areas related to iGT078 where SSE believed further clarification would be helpful and send this to the Code Administrator for inclusion on the next Workstream agenda.	SSE	New
MWS 16/05-02	3 rd May 2016	Code Administrator to circulate Mark Jones's (SSE) low-level transition plan spreadsheet for the non-effective window for Project Nexus to Shippers.	Gemserv	New
MWS 16/05-03	3 rd May 2016	Steve Ladle (iGT UNC Chair) to liaise with iGTs and Xoserve to determine the progress of the data exercise iGTs and Xoserve are undertaking in relation to <i>iGT071 - Amendment to iGT AQ Review Procedures Ancillary Document</i>.	Gemserv, iGTs and Xoserve	New
MWS 16/05-04	3 rd May 2016	Code Administrator to circulate an information request to all iGT UNC parties in relation to iGT075, <ul style="list-style-type: none"> - asking shippers; if the pressure tier data proposed under iGT075 only consisted of Low Pressure (LP), Medium Pressure (MP), High Pressure (HP) and Intermediate Pressure (IP), would this information be sufficient, or do Shippers further breakdown for Medium Pressure and hence would still need a GT1 form still need 	Gemserv	New

		<p>to be sent to the relevant iGT where MP was indicated for the Post Code;</p> <ul style="list-style-type: none"> - asking iGT's whether they can provide the information and at what level – i.e MP only or at the MP35, MP65 etc. level - asking all iGT UNC parties; if they had a preference for where the data proposed under iGT075 should be hosted indicating how each potential hosting option would affect the costs and benefits associated with the proposed solution - asking all iGT UNC parties whether they would require the pressure information to be downloadable and if so in what format (i.e. .csv, .pdf). - Asking all parties whether they believe the Modification can be progressed under the Self- Governance rules 		
MWS 16/05-05	3 rd May 2016	Proposer of Modification iGT083 (Gethyn Howard), to update iGT083 and submit the revised Modification to the Code Administrator.	Brookfield Utilities	New
MWS 16/05-06	3 rd May 2016	Code Administrator to produce a Work Group report and circulate it to Work Group attendees for approval prior to circulating it to the Modification Panel in advance of their next meeting on the 18 th June 2016.	Gemserv	New
MWS 16/05-07	3 rd May 2016	Gethyn Howard (Brookfield Utilities) to provide an email update on current progress of Review Group 001: Funding, Governance and Ownership (FGO) implications for the iGT UNC to Gemserv for wider circulation to the iGT UNC.	Brookfield Utilities	New
MWS 16/05-08	3 rd May 2016	Steve Ladle (iGT UNC Chair) to investigate whether the legal text in iGT039 states what should be populated within the “Current Supply Point AQ in kWh” field under the SSP (i.e. RPC entry, Formula Year AQ or Rolling AQ).	Gemserv	New

MWS 16/05-09	3rd May 2016	Kishan Nundloll (ESP Pipelines) to raise a Modification to confirm the process to be followed for population of the “Current Supply Point AQ in kWh” field post Project Nexus implementation.	ESP Pipelines	New
MWS 16/05-10	3rd May 2016	Code Administrator to add the processing for in-flight queries during the on-effective window before Project Nexus go-live to the Known Issues Log.	Gemserv	New